FIRE MANAGEMENT ASSISTANCE GRANT PROGRAM
"BEFORE THE FIRE"

GENERAL POINTS TO REMEMBER:

*   Incident Period: Includes start and stop times in addition to the dates. FEMA will consider reasonable mobilization and demobilization costs directly associated to the fire.

*   Labor / Benefit Costs:

    ✔ Backfill for straight time is not an eligible cost under the Fire Management Assistance Grant Program. Under Mutual Aid, the overtime salary may be eligible.

    ✔ Overtime labor and benefit costs only are eligible for your permanent or reassigned personnel. Straight time is not eligible. Compensatory or exchange time is eligible.

    ✔ Regular and overtime labor and benefit costs are eligible for temporary hires or contracted labor.

*   Donated Resources may reduce the amount of your 25% non-federal share. Donated Resources includes volunteer time, donated equipment, and donated materials. Use a volunteer sign-in/sign-out sheet to track who the volunteers are, when your volunteers started and when they stopped, and what they did. For equipment and materials, ask the provider for written documentation of the amount they would have normally charged.

*   Administrative Costs: Applicants (subgrantees) may claim direct administrative costs for extraordinary costs associated with requesting, obtaining, and administering a subgrant. This includes regular and overtime pay and travel expenses for permanent, reassigned, temporary, and contract employees. You must be able to directly report the costs to the specific fire. Subgrantee indirect administrative costs are not eligible.

*   Applicant's Agent: All applicants must designate an Applicant's Agent to act on behalf of the organization. EMD will provide you with this information.

*   Prepare for FEMA/State Team: A FEMA/State team will visit each applicant to review the claimed costs and documentation. There is a $1,000 minimum for a PW. Create a file folder with the following documentation that the team will review:

    ✔ timesheets for regular and temporary personnel
    ✔ vendor invoices and vouchers
    ✔ spreadsheets that list your costs, personnel, and temporary (or seasonal) hires
    ✔ financial reports
    ✔ personnel policies regarding overtime pay, compensatory time, or exchange time
    ✔ sample cost-share agreements
    ✔ a sample vendor contract

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DEADLINES

*   <u>30 days of the Incident Period:</u> Applicants must submit their initial request for a Fire Management Assistance Subgrant to EMD. EMD submits all requests to FEMA within 30 days.

*   <u>Four Months of Incident Period</u>: Applicants must submit their Final Costs Claimed form(s) to EMD. The FEMA/State team will visit to review costs and then prepare Project Worksheet(s) for these costs. All costs must be finalized and the supporting documentation provided to EMD for submission to FEMA.